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20 August 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #33  
Assessment and Evaluation Staff  
12-18 August 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. Chief, A & E, attended the meeting of the Personnel Selection Panel. Reported on the status of two OTR individuals whose probational period will be up shortly. Decisions were deferred until Medical, Personnel, and Security could assemble the information they might have accumulated since these people came on board. The board also requested that PER's be prepared for the two individuals. The supervisor of the two individuals concerned has been notified of this request.

The Panel was in general agreement with the position that the problem of criteria of suitability for a career in CIA might be reconsidered in view of the fact that the Panel will be dealing with people now on board rather than applicants. Information concerning performance as well as information bearing on general suitability is now available to be considered. EAR was asked to initiate, with the help of Messrs.

[redacted] the preparation of an evaluation form which could be used just prior to the end of the probational period. The suggestion was made, and no objection was raised to it, that this evaluation form would be different from the one now in use, the reason for the difference lying in the fact that the current one has as its major purpose promoting close relationship between the supervisor and his subordinates; whereas, the purpose of an evaluation form for use at the end of the probational period would be of obtaining the best estimate possible of the man's possible usefulness to the Agency. This latter purpose requires a measurement approach.

b. The PHS has been received from [redacted] one of the consultants approved by Mr. Dulles.

2. Assessment Branch

- a. Assessment cases scheduled for the week . . . . . 5
- b. Assessments performed . . . . . 5
- c. Assessment cases written . . . . . 8
- d. Assessment cases to be written . . . . . 4
- e. Professional trainee (JOT) tests administered . . . . . 1
- f. Language tests administered . . . . . 0

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 11 NO CHANGE  
IN CLASS/DECLASS/CLASS CHANGED TO: [redacted] REF. JUST. ZZ  
NEXT REV DATE 89 REV DATE 9/1/79 REVIEWER [redacted] TYPE DOC. 02  
NO. PGS 3 CREATION DATE [redacted] ORG COMP 1 OFFICE ORG CLASS S  
REV CLASS CREV COORD. AUTH: HR 70-3

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- g. Cases scheduled for the future:
  - Assessment . . . . . 14
  - JOT . . . . . 4
  - Language . . . . . 1
- h. Pre-training and EOD test batteries administered . . . . 25

i. [redacted] began two weeks' leave on Monday, 17 August 1953.

3. Research and Validation Branch

a. A proposal for an unclassified contract in the area of language aptitude has been received from [redacted] and forwarded to the D/TR.

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II. OLD ACTIVITIES

1. Assessment Branch

a. A manual of tests and testing procedure for the language aptitude testing program has been completed.

2. Training Evaluation Branch

a. A revised form has been submitted to TAB for reproduction for use in BIC(GS) and BIC(I). It is hoped that the form will be reproduced in time for use in BIC(I) #12.

b. Two meetings were held with instructional staffs concerning training evaluation: (1) With [redacted] and her group of clerical instructors, the general problem of training evaluation as related to the short clerical courses offered was discussed. It was agreed for the time being that the evaluations in use would be continued. Discussion made it appear likely that one of the contributions of training evaluation to the clerical course would be finding a way of expressing typing and stenographic skill which would be more meaningful in terms of what typists and stenographers actually do in the Agency. (2) A meeting was held with the instructors of Phase II to discuss the problem of what observations on personality might be included on the training evaluation form. It is apparent that there is a great divergence of opinion on what might be included. A & E will prepare a list of the possibilities and obtain the reaction of the instructors to them in terms of the possibility of observing a particular trait during the course and in terms of what is important.

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c. Copies of the regulations have been distributed to the Director and Deputy Directors, OTR, for purposes of discussion.

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3. Research and Validation Branch

a. The backlog in test scoring that developed has very nearly been overcome. Active study is being given to the problem of expeditious scoring of the Strong Vocational Interest Blank, which it is contemplated to introduce into the EOD testing battery as soon as the forms are received. They are now on order.

b. Work continues on the development of a Breadth of Information test for use in the EOD test battery.

[Redacted Signature]

Chief  
Assessment and Evaluation Staff

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